

LOGGING OFF OR DISCONNECTING FROM HORIZON VIEW AND COSA DESKTOP

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LOGGING OFF OR DISCONNECTING FROM HORIZON VIEW AND COSA DESKTOP


THE PROVISIONS OF COSA'S ADMINISTRATIVE DIRECTIVES 7.4A: ACCEPTABLE USE OF INFORMATION TECHNOLOGY IS APPLICABLE TO COSA VIRTUAL DESKTOPS AND HORIZON VIEW.

Recommended best practice is to logoff your virtual COSA Desktop when your work is done.

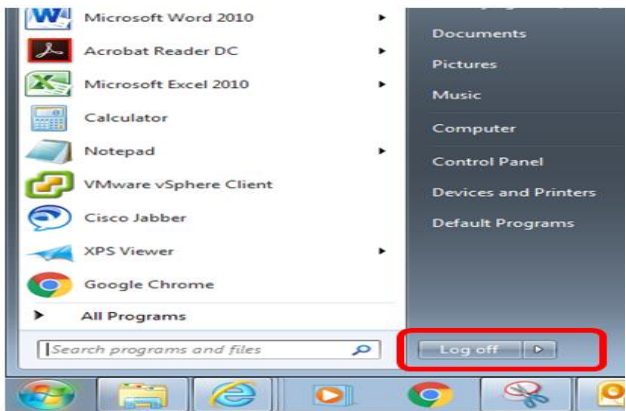
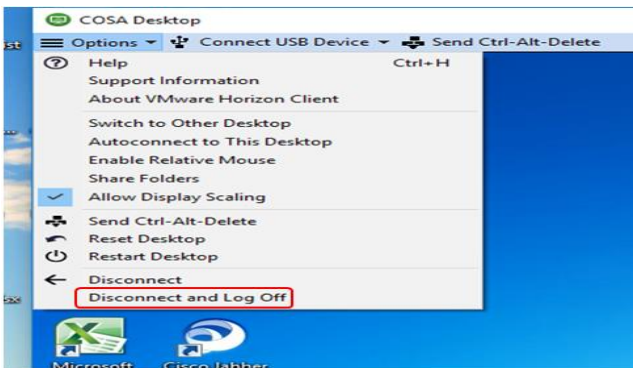
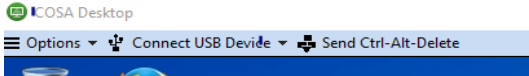

One of the provisions of AD 7.4A is to log off at the end of your work day. If you only disconnect from the virtual COSA desktop without logging off, applications in the desktop and session will remain open and active.

Note: The Windows key combination Ctrl+Alt+Del is not supported in remote desktops. Therefore, to use the equivalent of pressing Ctrl+Alt+Del, click the **Send Ctrl+Alt+Delete** button in the top menu bar of your virtual COSA Desktop. Alternatively, in most cases, you can press **Ctrl+Alt+Insert** from keyboard.


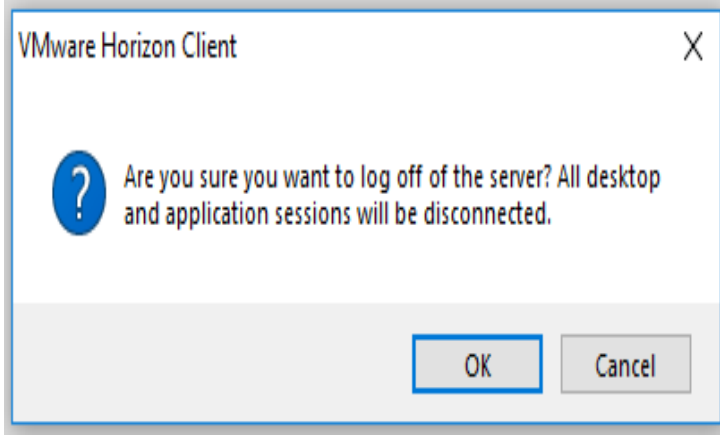
HOW TO DISCONNECT FROM VIRTUAL COSA DESKTOP WITHOUT LOGGING OFF

<p>From the virtual COSA Desktop window</p>	<p>Perform one of the following actions:</p> <ul style="list-style-type: none"> Click the Close button in the corner of the Desktop window. Select Options > Disconnect from the menu bar in the desktop window.  <p>The screenshot shows the 'COSA Desktop' window title bar. Below it is a menu bar with 'Options', 'Connect USB Device', and 'Send Ctrl-Alt-Delete'. The 'Options' menu is open, displaying a list of options: 'Help', 'Support Information', 'About VMware Horizon Client', 'Switch to Other Desktop', 'Autoconnect to This Desktop', 'Enable Relative Mouse', 'Share Folders', 'Allow Display Scaling' (checked), 'Send Ctrl-Alt-Delete', 'Reset Desktop', 'Restart Desktop', 'Disconnect' (highlighted with a red box), and 'Disconnect and Log Off'.</p>
<p>From the Desktop and application selector window</p>	<p>In the upper-left corner of the desktop and application selector window, click the Disconnect from this server icon and click OK in the warning dialog box.</p>

LOGOFF AND DISCONNECT FROM VIRTUAL COSA DESKTOP OPTIONS

Options	Actions
From within the Desktop	<p>From your virtual COSA Desktop, use the Windows START menu to Log Off</p> 
From the top Menu Bar	<p>Select Options > Disconnect and Log Off.</p>  <p>Note: If you use this procedure, files that are open on the remote desktop will be closed without being saved first.</p>
From the Menu Bar	<ol style="list-style-type: none"> Click - Send Ctrl-Alt-Delete and click Log off  <ol style="list-style-type: none"> Click Log off 

HOW TO DISCONNECT FROM APPLICATION IN HORIZON VIEW

Options	Actions
<p>Disconnect from Application but not the Workspace or view.sanantonio.gov</p>	<p>Quit the application in the usual manner; by clicking the Close button in the corner of the application window.</p>
<p>Disconnect from the published application and the server</p>	<p>In the upper-left corner of the application selector window, Click Disconnect from this server icon and click OK in the warning dialog box.</p>  
<p>Close the application selector window, but leave the published application running</p>	<p>Click the Close button. The application selector window closes.</p>